

HOW TO ACCOMPLISH THE PHILIPPINE VISA APPLICATION PORTAL

1. Enter Philippine Visa Application Portal (visa.gov.ph)
2. On the Entry page, enter your **COUNTRY OF CITIZENSHIP**
3. On the following page, a reminder stating the following will pop-up:

For the time being, this online portal only accommodates applications for 9(a) Temporary Visitors Visa.

This is a portal for the INITIAL submission of your visa application ONLY.

Submitting your application form through this portal does NOT mean your visa is already in process. Once you have submitted your application through this portal, please contact the Embassy or Consulate concerned with instructions on how to submit your application officially.

CLICK “CONTINUE”

4. A page indicating all Philippine visa categories will appear
SCROLL DOWN AND CLICK “APPLY FOR INDIVIDUAL VISA”
5. A form type website page will appear requiring you to provide the following information:

Visa type applied for (Select “**PLEASURE**”)

Entry Type (Select “**SINGLE ENTRY**”)

Country of Application (Scroll and select “**SWITZERLAND**”)

Application Type (Select “**REGULAR**”)

Embassy/Consulate (Select “**PE BERNE**”)

Email Address

Confirm Email Address

CLICK “NEXT”

6. An online APPLICATION FOR NON-IMMIGRANT VISA form will appear
Fill-up and upload your photo (please take note of the Philippine Visa Photo Requirements)
7. Once you are done, scroll down and

Click “SAVE and DOWNLOAD APPLICATION”

8. A Pop-up message inquiring if all the information you entered is correct

CLICK “YES”

9. A PDF copy of the filled-up APPLICATION FOR NON-IMMIGRANT VISA form will be downloaded locally to your computer (check your download folder)

PRINT THE APPLICATION FORM AND PUT YOUR SIGNATURE

10. A webpage will appear directing you to upload the following:

SIGNED APPLICATION FOR NON-IMMIGRANT VISA FORM

PASSPORT DATA PAGE

Once you are done, Click **SUBMIT APPLICATION**

11. A Pop-up message will inquire if you are sure that the information you entered is correct

CLICK “YES”

12. A Pop-up message will appear stating that you have SUCCESSFULLY submitted your application to the Philippine Visa Portal

SEND THE REQUIRED DOCUMENTARY REQUIREMENTS BASED ON YOUR QUALIFICATION CATEGORY TO THE PHILIPPINE EMBASSY IN BERNE, SWITZERLAND